



# Society for Creative Anachronism Ltd (Australia)

Website: <http://www.sca.org.au/board> Email: [chair@sca.org.au](mailto:chair@sca.org.au) or [secretary@sca.org.au](mailto:secretary@sca.org.au)

## SCA Ltd Board Meeting: Minutes

Meeting held: 06 June 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Simon Miller.	
Observers:	Jeremy Gregson, David Hurst, Bethany Johnson, Georgia Winter, Genevieve Cody, Craig Cody	
Meeting Started:	8:15pm (Sydney Local Time)	
Apologies:	Donna Page, Ray Gleeson	
Confirmation:	<b>Minutes of last meeting</b> Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele Seconded: Simon Decision: Carried	Publication on website (Secretary)
Notification:	<b>Conflict of Interest Disclosures</b> Two regarding Registrar.	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> Open discussion.	Simon: to have a look at privacy legislation and write a recommendation regarding how we handle reasons for sanctions to the public. Georgia to read over recommendation for Simon.  Jeremy: Facebook post about current sanctions procedure.
Report:	<b>Chair</b>	
Report:	<b>Secretary</b> Michele has been taking care of the insurance renewal as I was very unwell when it needed to be pursued. It looks as though it will be completed in time for 11 June 2016.  Simon has been given access to everything on the checklist except the SCA Ltd website, which I don't believe I currently have either. I will work with Dimitrii to update the minutes on the website, and perhaps improve the process for this and for giving Board members access. This access might be unnecessary for most	All: look at Board Handbook (Kate put in Upcoming) - to be discussed on email list.

Board members - we could consider removing it from the checklist in the Board Handbook. Are there good reasons all of us should have access?

While giving Simon access, I updated the Board Handbook, so it is now in draft form again. If everyone could have a look at this for next month's meeting, that would be appreciated.

Correspondence: 5 applications to the Registrar position.  
An email from Jeff Nicholson regarding Google Not-For-Profit listings and tools.  
An email from Tiffany Brown about improving Registrar processes.

No mail correspondence except misdirected mail and bank statements.

Report: **Treasurer**  
**Motion:** That the Australian Tax Office be paid \$2,666.00 in GST liabilities for the March Quarter BAS.  
  
Moved: Tim  
Seconded: Kate  
Decision: carried

All: look at steward's template in Upcoming - to be discussed on email list.

LAPSED Motion regarding Abetwidr debt

Report: **Kingdom Seneschal**  
Krae Glas/Stormhold postcode survey - Donal has looked at this and most of what came back can be accommodated. This was not done earlier so that people would not think postcodes were being moved to fix something, but being done now to reflect the populace's wishes. About 20 people will move from one barony to the other. It will probably lead to the next stage of the Phoenix Rise topic.

Integrated members database project is continuing and growing.

Item: **New: Items from the Crown (David H & Beth)**  
Beth: Very important to have a neat 'welcome' document/pack like Michele has drafted so that the Heirs are getting inducted, they know what the expectation is.

David H: to send Michele committee-structuring procedure document.

David H: lack of clarity between awards. Discussed with Heirs. They think it's time to revise definitions etc of the awards.

David H: 'Terms of Reference' sent to Kate, to upload to 'Projects'

David H: comms project - 'Terms of Reference' in draft. To be announced to the populace soon.

Kate: Upload the document to 'Projects' on the SCA Ltd website

Item: **New: Google Apps for Non-Profits (Michele)**

Kate/Michele: notify Jeff to go ahead

Jeff raised this with the Board, suggesting we register for Google for Non-Profit account which will have email addresses, youtube channel etc.

Jeremy - re: Masonry - we can create as many accounts as we like but people set up aliases, then reply from the forwarding address, which means Lochac doesn't have a copy of the reply. Google is a way to circumvent this. Google does own everything on their server.

Beth: the current interface is horrible.

Item: **New: BoD/Seers announcements for Court at GNW (Michele)**

Announcement for choice for Registrar.  
Announcement of our two new Board members.  
Announcement(s) about Risk Project.

David H: Some theatre could be included from the Board if we like.

Item: **Update: Risk Project (David D)**

David D: 4 people on the facebook working  
Risk management framework has been received from David H.  
Tim: Financial risk is likely beyond the current scope of the project.

Kate: Send David D the Fencers List emails about running (environmental scanning)

Michele: Risk announcement - wording around announcing there is a project and we'd like to hear the populace's ideas.

Tim & David D to discuss financial risk offline

David D: Add David H to facebook working group

Item: **Update: Cross Communications 'Comms' Project (was: In/Out of Game) (Michele)**

Discussed elsewhere.

9:49pm: Georgia, Genevieve, Craig, Beth, David H left the meeting.

Perspectives document: not everyone has added their responses yet e.g. SCANZ. Michele has filled in the section on how SCA Ltd communicates.

Item: **Decision: Registrar appointment (Donna)**

Confidential discussion

Motion: That Robyn Boyer be appointed as Registrar, SCA Ltd, subject to a 2 week commentary period

Agreed: 6

Disagreed: 0

Abstained/Not present: 1

Kate: contact all the candidates

Decision: Carried

Item: **List of things to discuss via the list:**

- Notification: **Motions passed by email since last meeting** Michele: sign off on this
- Motion: That Michelle McDonald be reimbursed and one other \$752.84 for stationary and postage expenses transaction. incurred in the course of her responsibilities as Registrar for SCA Ltd.
- Moved: Tim
- Seconded: Michele
- Decision: Carried
- Motion: That the incipient Canton of Vallon d’Or be closed and its members revert to the Barony of Aneala.
- Moved: Michele
- Seconded: Kate
- Decision: Carried
- Item: **General Business**
- None
- Next Meeting: Monday, 4<sup>th</sup> July at 8:00pm (Sydney Local Time)
- Meeting Closed: 9:58pm (Sydney Local Time)

## Attachments:

### A. Chair’s Report

Recruitment has continued, with the Registrar role receiving a pleasing number of excellent applications. We could have filled the role several times over!

The cross-Kingdom communication project group has continued to put together the relevant data for their groups, very ably led by Mistress Rowan.

This month we welcome Simon and soon we will also have Georgia on board. The insurance renewal is underway, with AON negotiating the final pricing for us.

In service,

Michele Le Bas, Chair, SCA Ltd.  
(TH Lady Yvonne de Plumetot)

**B. Treasurer's Report**

SCA Ltd  
Corporate Division  
2016 Budget Tracker

Author: Tim Liersch      Date: 06/06/16  
35.62%

<u>Revenue (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Memberships	29,873.00	33,722.34	35,000.00	18,443.82	52.70%
Donations	1,398.00	528.00	.00	212.00	
Bank Interest	195.37	49.23	50.00	8.70	17.40%
Sale of Goods	291.36	2,727.27	.00	.00	
<b>Total</b>	<b>31,757.73</b>	<b>37,026.84</b>	<b>35,050.00</b>	<b>18,664.52</b>	<b>53.25%</b>

<u>Expenses (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	7,689.70	54.93%
Affiliation Fees	.00	11,980.00	6,000.00	.00	.00%
Bank/Paypal Fees	138.99	969.24	1,000.00	578.96	57.90%
Corporate Travel	.00	750.88	1,000.00	330.68	33.07%
IT expenses	90.91	118.58	200.00	.00	.00%
Other Fees	4,352.60	426.36	1,000.00	489.00	48.90%
Insurance	21,258.51	24,686.66	26,000.00	.00	.00%
Pegasus	966.43	127.27	.00	.00	
Postage	124.55	992.28	1,000.00	74.15	7.42%
Stamp Duty	1,242.42	.00	.00	.00	
Stationary	265.31	463.95	500.00	.00	.00%
Miscellaneous	647.29	-24.18	500.00	500.00	100.00%
<b>Total</b>	<b>36,259.86</b>	<b>54,048.96</b>	<b>51,200.00</b>	<b>9,662.49</b>	<b>18.87%</b>

**Cash Flow Position:**

09/05/16	Corporate Account	41,097.83	
plus	Donations Account	1,325.86	
plus	Paypal Account	17,300.87	
less	Anticipated GST bill	-5,715.56	<i>Beta - need to verify I'm pulling this correctly from the balance sheet.</i>
less	Anticipated Event membership bill	13,820.00	<i>\$9,320 of this is our impending bill for 2015.</i>
less	Floats on issue	.00	
less	Contingency Fund	20,000.00	<i>Requires proper evaluation.</i>
Equals	Total	20,189.00	

**Floats on issue:**

Nil		.00
	Total	.00

### *Matters of Note*

#### End of Quarter:

End of Quarter is done. Reports were sent by email. The BAS is late, but our bookkeeper got a sufficient extension.

I have signed the BAS for ATO submission. Branch breakdowns of GST will follow post-meeting.

#### **Motion:**

- That the Australian Tax Office be paid \$2,666.00 in GST liabilities for the March Quarter BAS.

#### Bank account signatories:

I have a meeting with the bank tomorrow morning, which should finally wrap-up the majority of this. Heads-up to Michelle and Kate - you will be getting forwarded some more Westpac forms soon that handle online administrators - the people who can add/remove people on the online interface. As you'll both be signatories, I'm hoping you can sign and deliver these to a Westpac Branch yourselves. :3

#### Booking Systems:

Work in progress.

Included in the meeting paperwork is a workbook titled "steward's template", which I am consulting on as an interim integrated booking/reporting template for event stewards.

A main feature is that this populates sign-in sheets, which reeves and constabs have been asking for for a while.

Is the board happy that this portion is acceptable, that I may circulate it to select groups for testing?

#### Bad debt - Abertridwr

We previously motioned a write-off of bad debt for Abertridwr on the basis of considering a float unrecoverable from a member no longer playing.

Contrary to earlier expectations, the debt has now been recovered, and this motion can be afforded to lapse.

#### Donna's float resolution.